

**Kansas Department of Agriculture  
Policy Statement Regarding State-Vehicle Usage**

It is the policy of the Kansas Department of Agriculture (KDA) that each employee must take personal responsibility for operating an assigned state vehicle<sup>1</sup>. Progressive disciplinary action will be taken against an employee who fails to follow this policy or is involved in an accident that involves employee's failure to observe traffic laws, negligence or other avoidable factors. This policy is necessary to promote safe driving habits to protect our employees and to preserve our scarce resources as they relate to state vehicles.

**Guidelines**

- a. An employee must obey all applicable federal, state and local traffic laws while operating a state vehicle. The documented failure to do so is considered misconduct. A state vehicle is to be operated in a safe and prudent manner at all times. Violation of any traffic law is the driver's responsibility and all fines must be paid by the driver.
- b. An employee must avoid situations that are likely to damage a state vehicle, e.g., driving through high water, non-maintained roads, ice storms, etc. An employee should discuss questionable road and weather conditions with the employee's supervisor. All decisions should be made with safety in mind. Use your seat belt at all times. Have all windows clear before moving the vehicle. An employee whose job duties require remote off-road driving should also use prudence to avoid unnecessary risk of damage to a state vehicle. If driving on gravel roads are part of the employee's normal route, drive the vehicle with extra caution. Rough terrain can cause excessive wear on a vehicle and repair expense.
- c. An employee is not to drive a state vehicle or personal vehicle used for official business when under the influence of alcohol, drugs or medication that impairs judgment or the ability to safely operate a vehicle.
- d. Employees are to take all necessary precautions to ensure the safe operation of a state vehicle or personal vehicles used for official business.
- e. A state vehicle shall only be used on official state business by a state employee engaged in official state business. Only state employees are allowed to ride in state vehicles. A state vehicle may not be used for personal use. Do not transport members of your family or others, unless they are involved in official state business.
- f. An employee is not to use a cell phone to make or receive calls when driving a state vehicle or personal vehicles used for official business. When possible, pull over to the side of the road and put on your hazard lights before placing a call.
- g. An employee is not to use any electronic device for electronic communication when driving a state vehicle or personal vehicles used for official business.
- h. A valid driver's license is required to operate a state vehicle. Immediately notify your supervisor if your license is suspended, cancelled or limited in any way.
- i. An employee must immediately notify the employee's supervisor if the employee receives a traffic citation while driving a state vehicle. An employee is responsible for reporting an accident involving the vehicle or theft of any items connected with the vehicle (credit cards, etc.) or theft of the vehicle itself. Forms for reporting an accident should be in a packet in the glove box of each vehicle.

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<sup>1</sup> For the purpose of this policy, a state vehicle is defined as a vehicle owned or leased by the state, or a vehicle rented by the state, e.g., Enterprise vehicles.

j. An employee must immediately notify the proper authorities when involved in an accident with the state vehicle. Once appropriate authorities are notified the employee must notify supervisor of the incident. When a camera is available, the employee will take pictures of the damage to submit to their supervisor within 24 hours after accident.

j. Comply with KAR 1-17-19 which states "No agency or operator shall permit any sign, decal or bumper sticker to be affixed to or remain on any state-owned or leased motor vehicle unless it has been placed there under the written authority of the secretary." Employees are encouraged to use discretion when placing signs, decals or bumper stickers on their personal vehicles used for official business.

### **Supervisors' Responsibilities**

a. All supervisors are responsible for sharing this policy with their employees and ensuring it is followed. Supervisors are also expected to set an example for safe and responsible driving.

b. Supervisors are responsible for investigating each accident, including reviewing a police report if one is made, to determine if the accident was avoidable or if the employee was at fault. Supervisors are to take the appropriate disciplinary action based upon their findings consistent with this policy.

### **Employee's Responsibilities**

Each employee is responsible for following this policy. The first offense will result in a counseling letter, but may result in other disciplinary actions, including suspension or termination or participation in a safe driving course, depending upon the circumstances. Subsequent violations will result in a letter of reprimand, but may result in other disciplinary actions, including suspension, termination or participation in a safe driving course, depending upon the circumstances.

### **Care and Operation**

It is imperative that state vehicles be maintained in good condition at all times. With limited resources state vehicles will be in service for a longer period of time.

a. The Motor Vehicle Daily Log is to be completed each day the vehicle is driven. All trips must be entered providing the actual odometer reading and all miles accounted for. This log along with fuel receipts are to be submitted to KDA on the 1<sup>st</sup> of each month.

b. The operator of the state vehicle is responsible for the proper use, servicing and protection of the vehicle while in the employee's possession. Call the office for a Purchase Order Number for all service on the vehicle (everything but car washes) before the service is performed. When obtaining the PO#, provide the approximate cost of the service. Write the PO# on the back of the vehicle log where service is to be recorded. All expenses must be itemized on the vehicle log and clearly marked with the payment type used, i.e.

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**A** = Automotive Purchase Card (Red Visa) – use this card for maintenance or fuel when the Wright Express card is not accepted.

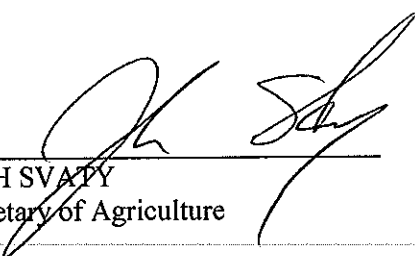
**C** = Cash or Personal Credit Card – use when all else (Red Visa, Direct Bill or Wright Express) fails. Be sure to submit this expense on your travel voucher and include a copy of the receipt on your vehicle log.

**D** = Direct Bill Agency – this code is for maintenance services direct billed to this agency. It is requested that the driver/employee send their copy of the receipt for direct billed services directly to this office as soon as possible to avoid any delays in billing cycles.

W = Wright Express – Wright Express Card used for fuel or maintenance. This is your primary card for fuel purchases.

- d. State vehicles driven home overnight will be parked off the street if at all possible.
- e. State vehicles are to be locked whenever unattended.
- f. You are representing the State of Kansas. Wash the vehicle when necessary. Clean the vehicle's interior – wipe it down with a wet rag, vacuum the seats, carpet, floor mats. If a spill happens, clean it up as soon as possible – don't let the stain set and ruin the seat or carpet.
- g. Pets are not allowed in state-owned vehicles.
- h. Smoking and smokeless tobacco (or any form of tobacco use) are not permitted in state vehicles.
- i. Anytime a state-issued vehicle is out-of-commission (in the repair shop, etc.) and driving of a personal-owned vehicle is necessary or if the employee wishes to drive a personal vehicle for personal convenience, prior approval by the supervisor must be obtained. Failure to obtain this permission in advance could render the expense as non-reimbursable.
- j. State-issued supplies and/or equipment stored in the state owned vehicle or personal vehicle must be kept in an orderly and secure manner. Place items in the trunk or remove them from the vehicle when possible.
- k. The employee is responsible for the safe transportation and security of all employee owned items in a state vehicle. An employee will not be reimbursed for personally owned items damaged, lost or stolen while in a state vehicle.
- k. A periodic inspection of an employee's state-issued vehicle will be conducted. The results of this review may be reflected on your evaluation under maintenance of state-issued equipment.

This policy is effective as of April 1, 2010.

  
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JOSH SVATY  
Secretary of Agriculture

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Acknowledgement of State Employee

3/26/10  
Date